



OC Human Relations

Building community by fostering respect, resolving conflict and pursuing equality

1801 E. Edinger #115, Santa Ana, CA 92705 * 714.480.6570 * www.ochumanrelations.org

EMPLOYMENT OPPORTUNITY

Senior Human Relations Training Specialist

Accepting Applications until **Noon** on June 30, 2021

Send cover letter and resume to: Don Han at don@ochumanrelations.org

*Please submit cover letter and resume in **pdf** format.*

In collaboration with the training team, this position will support the research, development, expansion and delivery of comprehensive curriculum through workshops and training for OC Human Relations.

Under the general supervision of the Program Coordinator or designee, this position will provide staff services to the Orange County Human Relations Council throughout the county, as follows (but not limited to):

CORE DUTIES

- In collaboration with the training team, helps with the-development and facilitation of the following training topics: Implicit Bias; OC Civil Rights History; Bystander/Upstander Training; Conflict Resolution; Levels of Racism; Racial Equity; cultural sensitivity, etc.
- Co-develop strategic vision for expansion of antiracist programming with continue conversations/dialogues about systemic racism, white supremacy & seeking ways to dismantle it.
- Partner with colleagues from across agency teams to facilitate trainings and take responsibility for the cross-team collaborations
- In consultation with Program Coordinator, provides all aspects of assigned duties; maintains records to assure contracts/projects are within budget and writes final financial reports; develops collaborative planning processes; identifies creative solutions to complex human relations issues; takes responsibility for overall coordination, development and execution with a minimum of supervision.

SUPPORT DUTIES

- Support Director of Operations to serve as Human Relations Consultant to OC Cities by supporting cities to respond to crisis (i.e., event planning, statement response, etc.); development of Diversity, Equity, and Inclusion (DEI)/Human Relations Taskforce and support existing Human Relations Taskforce.
- Support mediation and/or conciliation process & support to group conflict; neighborhood disputes; Racial/Ethnic tension and division among diverse communities/organizations.

MINIMUM QUALIFICATIONS

BA/BS degree and 5 years of experience or equivalent experience which demonstrates knowledge and abilities below.

General Knowledge of:

- Human and civil rights issues that different racial, ethnic, religious, LGBTQ+, immigrant communities, among others, are facing.
- Diversity, Equity and Inclusion programming including knowledge of racial justice, social justice and intersectionality
- Organizational development and strategic planning.
- Leadership development techniques geared toward training diverse groups including in the nonprofit organizations, educational institutions, businesses/corporations, government and grass-roots communities.

- Collaboration, mentoring, team building and supervision.

Some Knowledge of:

- Methods teaching cross-cultural relations and respect towards all people regardless of race, religion, national origin, ethnicity, disability, age, gender/gender identity, sexual orientation, socio-economic status or marital status.
- Dynamics of intergroup relations, problem solving techniques, mediation/conciliation methods.
- Crisis response

Ability to:

- Work and communicate with our diverse staff, volunteers, and community members at large.
- Deal tactfully with sensitive problems involving divergent viewpoints.
- Respond with empathy, respect and confidentiality during sensitive situations involving police/community conflict.
- Work with Businesses, Law Enforcement agencies, Schools, Governmental agencies, Grassroot organizations and other community members in a respectful and diplomatic manner.
- Work independently, be well organized and able to work on multiple projects.
- Prepare comprehensive written and oral reports.
- Flexibility to work some evenings and weekends

EMPLOYMENT PACKAGE

The full-time position starting annual salary range is: \$50,000 - \$55,000

Full benefits including health, dental, 401(k), life insurance, 9 sick days, 12 paid holidays, 10 paid vacation days, and others.

Organization Profile

At OC Human Relations we believe ALL people have a right to live free from discrimination and violence based on any aspect of their being.

Founded in 1991 as a non-profit 501(c)3 organization, OC Human Relations is a nationally recognized leader in creating safe, inclusive schools and communities, developing diverse leaders, mediating conflict and building respect and inclusion among all people.

OC Human Relations helps shape the future through innovative programs like BRIDGES Safe and Respectful Schools, Police/Community Reconciliation, Restorative Justice, Intergroup Dialogues, Hate Crime documentation, Police training in Implicit Bias, Immigrant Parent Leadership Institute, Community Building, programming around organizational Diversity, Equity and Inclusion, Diverse Leadership Development, Mediation and Conflict Resolution, and OC Human Relations Commission.

OC Human Relations is an equal opportunity employer.